

Evaluate and Award Solicitations

WebProcure User Activities



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Training Objectives

The purpose of this training session is to cover the key features and functionality of the Evaluation and Award module.

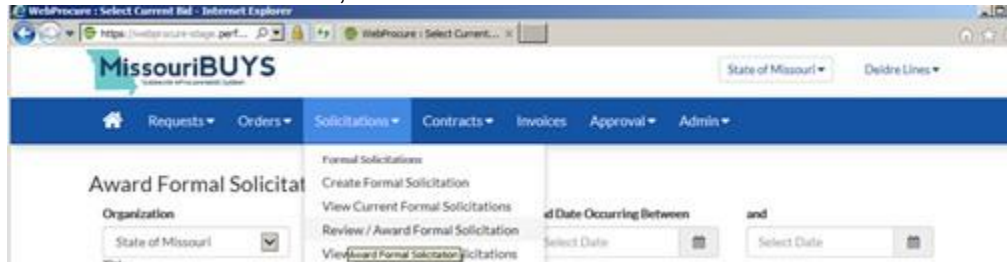
At the conclusion of the training session, you will be able to:


- ☐ **Analyze Vendor Activity**
- ☐ **Enter a paper response for a vendor**
- ☐ **Add attachment to supplier paper response**
- ☐ **Evaluate solicitation responses**
- ☐ **Award by item**
- ☐ **Finalize award**
- ☐ **Publish Award**
- ☐ **Reverse a solicitation award**
- ☐ **Re-award reversed award**

Solicitation Evaluate and Award

Activity 10.1 View Supplier Activity

1. From the Solicitations tab, click Review/Award Formal Solicitations












2. Click the Solicitation Activity icon  in the **Actions** column
3. View the supplier names and information on the **Supplier Activity** page
Supplier Activity : RFPT1 - DTL Test 1-informal (Informal)

☒ Show Vendors who have Viewed Solicitation ☐ Show All Vendors [Notify selected suppliers](#)

[Check All](#) [Uncheck All](#)

Show **All** entries Search:

Select	Vendor Name	Solicitation First Viewed	Document (s) Accepted	Last Document Download Attempt	Addenda Viewed	Addendum Document(s) Accepted	Last Addendum Document(s) Download Attempt	Submitted Response
<input type="checkbox"/>	DTL Test Supplier 1 	Aug 26, 2015 10:27 AM CDT	Aug 26, 2015 10:27 AM CDT [4 OF 4]			No Addendum Document(s) Available	No Addendum Document(s) Available	Aug 26, 2015 10:28 AM CDT [2 OF 2] 0 = 0
<input type="checkbox"/>	DTL Test Supplier 2 	Aug 26, 2015 8:53 AM CDT	Aug 26, 2015 8:57 AM CDT [4 OF 4]			No Addendum Document(s) Available	No Addendum Document(s) Available	Aug 26, 2015 9:07 AM CDT [2 OF 2] 1 = 1
<input type="checkbox"/>	Missouri Test Vendor 1 	Aug 26, 2015 10:25 AM CDT	Aug 26, 2015 10:25 AM CDT [4 OF 4]			No Addendum Document(s) Available	No Addendum Document(s) Available	Aug 26, 2015 10:26 AM CDT [2 OF 2] 0 = 0

Showing 1 to 3 of 3 Vendors [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

4. If no activity, you can notify suppliers by clicking Notify Selected Suppliers button (Optional . N/A for Missouri at this time)
5. Enter subject, recipients and message

Vendor Notification Utility : RFPT1 - DTL Test 1-informal (Informal)

Notification

Subject *

Recipients *

Please separate email addresses with ";" (semi-colon) character. E.g. jsmith@hotmail.com; terry.sam@aol.com

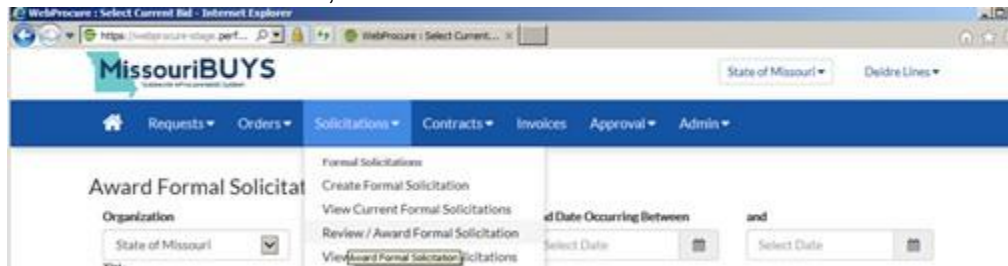
Message *


6. Click the Submit and Return at the bottom of the page
7. Click Done at the bottom of the screen to return to the Award Formal Solicitations home page

Note: If the vendor has entered a Draft bid, you will not be able to

Activity 10.2 Enter Paper Response

1. From the Solicitations tab, click Review/Award Formal Solicitations



2. Click the Evaluate Supplier Response icon  from the **Actions** column for the solicitation



3. If there are responses, collapse Award Summary



4. Select the Paper Response radio button

Evaluate and Award : SDA16000603 - Training 3.29.2 DTL (Formal)

In order to include paper responses to Formal Solicitations received from suppliers outside the system, please select the Paper Response option below.

Enter Suppliers' Paper Responses

Upload paper responses received outside the system.

☒ Paper Response

5. Click orange Continue button at bottom of page.

6. Type the most unique part of the supplier name in the Name field and add an asterisk to refine the search

7. Click the Search button

8. Select the radio button beside the desired supplier name within the **Search Results** section

Supplier	DGA	Location	HQ	MSE	WBE	SB	VDB
<input type="radio"/> OUT Exempt Vendor Test	--	Davis, CA, 95616 United States	✓				
<input type="radio"/> OUT NON-US BCorp Test Vendor	--	Toronto, ON, M5G 2L2 Canada	✓				
<input type="radio"/> OUT Test Vendor	--	Davis, CA, 95616 United States	✓				
<input checked="" type="radio"/> UT Test Vendor	--	Davis, CA, 95616 United States	✓				
<input type="radio"/> OUT Test Vendor 7	--	Davis, CA, 95616 United States	✓				
<input type="radio"/> OUT Test Vendor III	--	Davis, CA, 95616 United States	✓				
<input type="radio"/> OUT Test Vendor IV	UT DBA Test Vendor	Davis, MO, 95616 United States	✓				
<input type="radio"/> OUT Test Vendor VI	--	Davis, MO, 95616 United States	✓				

1

Continue Cancel

9. Click the Continue button.

10. Follow the Wizard from Overview to Collaboration (by clicking on the tabs across the top of the screen (defaults to Overview; Click on Requirements Tab)

11. Complete Requirements . update fields if any, otherwise, click on Questionnaire Tab

12. Complete Questionnaire Responses (some bids will not have all these fields) . if none, click on Respond Tab

13. Proceed to and complete the Respond section for each line (as appropriate)

- Enter the Pricing that the Supplier has provided in their Paper Response
- Enter the Manufacturer Name and Part No, Supplier Part Number and Part Number Extension (if provided . these are used in Catalog type items, but not in all bids)
- Enter the Delivery Date indicated by the Supplier
- Enter any comments provided by the Supplier

14. Click the **Save** button on the bottom of each page, if multiple lines, click next # until you have completed all the line items.

Desired Delivery Date

Delivery Location N/A

Delivery Date 07/28/20

Comments:(Up to 2000 characters)

Color Yellow

Item Total: \$ 3920000

Intentional No Bid

Solicitation Group Item No : 1* 2*

* Denotes required item response
1 of 2 items responded.
Your response has no attachment!

Save Done Cancel

15. Before submitting your draft bid, you can attach any documents associated with that bid. To add a document associated with the line item, click the paperclip icon under Item Actions or Response Actions.

Supplier Item Documents for Formal Solicitation SDA16000603

Supplier Item Attachments

Done Add Attachment

No documents are attached to this solicitation item

Item Actions:

Manufacturer Part No	Supplier Part Number	Supplier Part Number Ext	Response Actions
			📎 🗑️

* Denotes required item response
2 of 2 items responded.
Your response has no attachment!

16. Typically, a buyer would attach a scanned copy of the actual bid sent by the vendor. Scroll up to the top of the page and click the Attach Documents tab. Then click the Add Attachment button, Browse and Upload.

17. Once all lines have been responded to, click the Review and Submit button at the top of the screen to the right of Draft Bid.

18. Review your response for accuracy and then click the Submit button.

19. Once your bid has been successfully submitted, click Close at bottom of screen to return to Add Paper Response screen.

5. Bases for ADA Fixed-Height Desks						
No.	Item Name	Qty	Units	Manufacturer Name	Manufacturer Part Number	Actions
17	ADA Fixed-Height Single User - Single Screen Desk size 30" x 36"	2.0	each	N/A	N/A	
18	ADA Fixed-Height Single User - Single Screen Desk size 30" x 42"	2.0	each	N/A	N/A	
19	ADA Fixed-Height Single User - Dual Screens Desk size 30" x 48"	2.0	each	N/A	N/A	
20	ADA Fixed-Height Single User - Single Screen Desk size 30" x 60"	2.0	each	N/A	N/A	
21	ADA Fixed-Height Single User - Single Screen Desk size 30" x 66"	2.0	each	N/A	N/A	
22	ADA Fixed-Height Single User - Single Screen Desk size 30" x 72"	2.0	each	N/A	N/A	
◆ Indicates the items which have been added or changed since you last submitted a response to this solicitation						
<div>Print</div> <div>Close</div>						

20. To enter additional paper responses, search for the next supplier, and repeat the process. If there are no additional responses, click Cancel button to return to Evaluation and Award Screen.

Add Paper Response : IFB16000300382 - Desk Bases and Accessories - MVE 2 (Formal)

Please enter the name of the supplier for whom you wish to enter a paper response.

Name
test*

Search Cancel

Supplier Search Result for State of Missouri

Searching for Suppliers: Named as test*

Please select a supplier and press Continue to enter a paper response

Supplier	DBA	Location	HQ	MBE	WBE	SB	VOB
A & O Business Services LLC	D-TAP Drug Test Awareness Prog	Columbia, MO, 65203 United States	✓	✓		✓	

Note: If it is a Pending vendor or the vendor is not showing to select, then a paper response cannot be entered. The vendor must be notified of either of these situations before the paper bid can be tabbed in.

Activity 10.2.1 Review Suppliers and Documents

Evaluate and Award : RFPS16000354 - DTL test 113015 (Formal)

In order to include paper responses to Formal Solicitations received from suppliers outside the system, please select the Paper Response option below.

Enter Suppliers' Paper Responses

Upload paper responses received outside the system.

☐ Paper Response

Select the award method from the options listed below and review the supplier documents.

Select Award Method

Review and/or download documents and attachments submitted by suppliers as part of their response.

☒ Review Suppliers and Documents

Awarding By Item allows the evaluation and comparison of vendor responses at the item level. Line item delivery information is available utilizing this style.

☐ Award By Item

This award method requires that responding suppliers have responded to all items in this Formal Solicitations. Any suppliers not responding to all items will not be displayed.

Note: Line item level delivery information cannot be displayed using this method.

☐ Award All to One

Continue

Export Bid Tab

Cancel

1. Click the Review Suppliers and Documents radio button and Continue

Documents that have been added to the solicitation using the paper response functionality are identified with the words ~~Paper Bid~~ next to them.

View Suppliers and Documents : IFB16000300382 - Desk Bases and Accessories - MVE 2 (Formal)

Review supplier list and any document attachment submitted by suppliers for Formal Solicitation IFB16000300382

Evaluation Notes

Supplier	Attachments
Division of Purchasing (n/a)	
MO Test Supplier 4 (n/a) (Paper Bid) [Add Attachments]	
Office of Equal Opportunity (n/a)	
STANDARD STATIONERY SUPPLY CO (n/a)	

Close

2. You can view attached documents by clicking the paper clip icon.
3. To add documents, Click the **Add Attachments** link beside a supplier

View Suppliers and Documents : RFPT30 - DTL test award (Formal)

Review supplier list and any document attachment submitted by suppliers for Formal Solicitation RFPT30

Evaluation Notes

Supplier	Attachments
DTL Test Supplier 1 (n/a) [Add Attachments]	
UT Test Vendor (n/a)	
UT Test Vendor (n/a)	

Close

4. Click the Browse button.
5. Locate a document on your computer's desktop to attach.
6. Click the Open button.
7. Click the Upload button.
8. Click the Close button.

7/5/2016

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Activity 10.2.2 Publish Bid Responses

1. Select Award method and click Continue

Select Award Method

Review and/or download documents and attachments submitted by suppliers as part of their response.

☐ Review Suppliers and Documents

Awarding By Item allows the evaluation and comparison of vendor responses at the item level. Line item delivery information is available utilizing this style.

☐ Award By Item

Awarding Formal Solicitations by Group will sort supplier responses into their groups. Only suppliers that have submitted a response to each item in a group will be displayed for the group being evaluated.
Note: Line item level delivery information cannot be displayed using this method.

☒ Award By Group

This award method requires that responding suppliers have responded to all items in this Formal Solicitations. Any suppliers not responding to all items will not be displayed.
Note: Line item level delivery information cannot be displayed using this method.

☐ Award All to One

ContinueExport Bid TabCancel

2. Select a publish action, then click Next button.

Show me how it looks

Select a Publish Action > Vendor Attachments > Award Notes > Award Attachments

Supplier	Awarded Bid Total
Bio Company Inc	\$0.00
Devil Dog	\$0.00
The Joker	\$0.00

Publish

- ☐ Do NOT publish
- ☒ Publish All Responses
- ☐ Publish Only Awarded Responses
- ☐ Publish Custom Report

3. If publishing All Responses, note that confidential attachments are not visible.

☒ Display any attachments provided by the responding suppliers

< Association of Missouri Charter Schools

Responded

Type	Document	Visibility
Solicitation-level Attachments		
	Training doc.docx	<input checked="" type="checkbox"/> No

< Acme Supply Co.

Responded

Type	Document	Visibility
Solicitation-level Attachments		
	Training doc.docx	<input type="checkbox"/> Yes

PreviousNextClose

Click Next button.

- At Award Notes tab, enter any notes to be included in report.

[Show me how it looks](#)

[Select a Publish Action](#)
[Vendor Attachments](#)
[Award Notes](#)
[Award Attachments](#)

All responses received for this solicitation.

body p

[Previous](#)
[Next](#)
[Close](#)

- At Award Attachments tab, click Attach Documents link and browse for any documents to be attached to report. Upload, Click Save button.
- Click Show me how it looks button to view report.

Publish Award Report : IFB16000631 - Training 4.1.3 (Formal)

Status: Published

[Show me how it looks](#)

[Select a Publish Action](#)
[Vendor Attachments](#)
[Award Notes](#)
[Award Attachments](#)

☒ Display responses that are for items selected as "Do not award this item now"

Document Name	Creation Date	Actions
Attach Documents		

[Previous](#)
[Save](#)
[Close](#)

Awarded Responses **All Responses**

No.	Item	Supplier	Alternative	Prod. No.	Manufacturer Name	Manufacturer Part Number	Delivery Date	Item Price	Total Qty	Awarded Item Qty	Item Total	Evaluated Item Total
1	Part 46 Annual Refresher	Acme Supply Co.					Sep 15, 2016	\$5,000.00	1.00		\$5,000.00	\$5,000.00
		Association of Missouri Charter Schools						\$6,000.00	1.00		\$6,000.00	\$6,000.00

Awarded

Award Details

All responses

Mandatory Documents

This solicitation contains no documents

Award Documents

There are no award documents provided by the buyer. 1 items / 0 awarded / 0 do not award now

7. If publishing custom report, at Step 2 (Select a Publish Action tab), click Publish Custom Report.
8. Follow same process for Vendor Attachments tab.
9. Under Award Notes, put details for custom report.

Status: Not published Show me how it looks


Select a Publish Action Vendor Attachments **Award Notes** Award Attachments

Put custom report details here.

body p

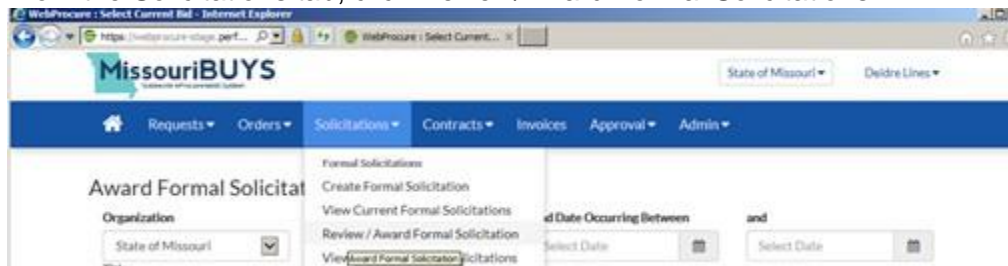
Previous Next Close


10. Since there is no award in this case, no attachments are necessary.
11. Click Show me how it looks.

Award Details	
Put custom report details here.	
Vendor Attachments	
Supplier	Attachments
Office of Equal Opportunity	
Mandatory Documents	
Type	Document Name
Ord Summary	1 items / 0 awarded / 0 do not award now

Activity 10.3 Evaluate a Solicitation

1. From the Solicitations tab, click Review/Award Formal Solicitations



2. Click the Evaluate Supplier Response icon  from the **Actions** column for the solicitation



3. Utilize the Award Tracker (Total Award Summary) at the bottom of the page to see a summary of all bids and processes as awards are process. Note you may need to click the double chevron at the bottom right to raise the window, if it's been previously hidden:

Evaluate and Award : IFBC30034901600033 - CJC Invite for Bid for Training Sessions (Formal)

In order to include paper responses to Formal Solicitations received from suppliers outside the system, please select the Paper Response option below.

Enter Suppliers' Paper Responses

Upload paper responses received outside the system.

☐ Paper Response

Select the award method from the options listed below and review the supplier documents.

Total Award Summary

1 items / 0 awarded / 0 do not award now

Review	JTS Test Vendor (n/a)	Carol Capek's Testing (n/a)	Bob Test Vendor (n/a)
Rev	Bid Total : \$290.00	Bid Total : \$300.00	Bid Total : \$350.00
Award	Evaluated Bid Total : \$290.00 (0%)	Evaluated Bid Total : \$300.00 (0%)	Evaluated Bid Total : \$350.00 (0%)
This award	Awarded Bid Total : \$0.00	Awarded Bid Total : \$0.00	Awarded Bid Total : \$0.00


Select Award Method

1 items / 0 awarded / 0 do not award now

Review	Carol Capek's Testing (n/a)	JTS Test Vendor (n/a)	Bob Test Vendor (n/a)
Rev	Bid Total : \$300.00	Bid Total : \$290.00	Bid Total : \$350.00
Award	Evaluated Bid Total : \$300.00 (0%)	Evaluated Bid Total : \$319.00 (0%)	Evaluated Bid Total : \$350.00 (0%)
This award	Awarded Bid Total : \$0.00	Awarded Bid Total : \$0.00	Awarded Bid Total : \$0.00

4. Use Scoring to assist in Awards, when used as part of Solicitations

Review Questionnaire : 1105 - Vendor and Tec...					
Add Teams			Evaluation Notes		Export
Air Supply ✓ Weighted Score 6875			Brady Designs ✓ Weighted Score 8875		
Network (Weight : 50)					
Will wirelessly connected devices support the u...	Yes		Yes		
	✓	50	✓	50	
Identify special data types (e.g. large image f...	Image files greater than 5 MB		Image files greater than 2 MB including JPG, PNG, BMP, xCBL documents greater than 2 MB		
	✓	50	✓	40	
Security (Weight : 25)					
Choose the time frame in which the system is sc...	Less than 1 month		Less than 1 month		
	✓	75	✓	75	
Interface (Weight : 25)					
Does the system support communication using the...			Yes		
			✓	100	
Weighted Score 6875			Weighted Score 8875		

5. Click the Award Bid by Item radio button 

6. Click **Continue**

Item **1**
 Solicitation: N/A
 Qty: 6.0 each
 Awarded Quantity: 0.00
 Awarded Item Total: \$0.00

Category: [71151000] Offfield information management and communications services
 [71151007] Computer based simulation training program services

	Bid Price	Item Total	Evaluated Item Total	Qty Awarded	Awarded Item Total	Alternative	Supplier	Supplier Part Number	Manufacturer Name	Manufacturer Part Number	Delivery Date	Actions
<input type="checkbox"/>	\$499.00	\$2,994.00	\$2,994.00				OTL Test Supplier 1 (N/A)				Sep 7, 2015	
<input type="checkbox"/>	\$500.00	\$3,000.00	\$3,000.00				OTL Test Supplier 2 (N/A)				Sep 8, 2015	
<input type="checkbox"/>	\$199.00	\$3,594.00	\$3,594.00				Microsoft Test Vendor 1 (N/A)				Aug 31, 2015	
<input type="checkbox"/>	\$999.00	\$5,994.00	\$5,994.00				Carol Capek's Testing (N/A)				Sep 11, 2015	

☒ Do not award this item now ☐ Award to Multiple Suppliers

7. Click the check box beside the lowest supplier responses for each item on this page

8. Click **Next >>** at the bottom of the page for multiple items for award (moves from Solicitation Item No 1 to 2)

9. Click the item See Details icon  to view additional item information

10. If more than one vendor submitted a bid, you may Click the Award to Multiple Vendors check box for the item ☐ in order to process

	Bid Price	Item Total	Evaluated Item Total	Qty Awarded	Awarded Item Total	Alternative	Supplier	Supplier Part Number	Manufacturer Name	Manufacturer Part Number	Delivery Date	Actions
<input checked="" type="checkbox"/>	\$499.00	\$2,994.00	\$2,994.00	6.00	\$2,994.00		OTL Test Supplier 1 (N/A)				Sep 7, 2015	
<input checked="" type="checkbox"/>	\$500.00	\$3,000.00	\$3,000.00	6.00	\$3,000.00		OTL Test Supplier 2 (N/A)				Sep 8, 2015	
<input type="checkbox"/>	\$199.00	\$3,594.00	\$3,594.00				Microsoft Test Vendor 1 (N/A)				Aug 31, 2015	
<input type="checkbox"/>	\$999.00	\$5,994.00	\$5,994.00				Carol Capek's Testing (N/A)				Sep 11, 2015	

☐ Do not award this item now ☒ Award to Multiple Suppliers

Solicitation Item No: **1** 2

Save Done Cancel

11. Click the checkbox ☐ beside the two lowest supplier responses for the item on this page

12. Click **Done** to proceed

Awarded Items and Informal Solicitation Winners

No.	Item	Supplier	Alternative	Prod. No.	Manufacturer Name	Manufacturer Part Number	Delivery Date	Item Price	Total Qty	Awarded Item Qty	Item Total	Evaluated Item Total
1	Implementation Specification Number: 4	DTL Test Supplier 1					Sep 7, 2015	\$499.00	6.00	6.00	\$2,994.00	\$2,994.00
		DTL Test Supplier 2					Sep 8, 2015	\$500.00	6.00	6.00	\$3,000.00	\$3,000.00
2	End User Training Specification Number: 3	DTL Test Supplier 2					Sep 9, 2015	\$600.00	6.00	6.00	\$3,600.00	\$3,600.00

Awarded

[Evaluation Notes](#) [Download](#) [Print](#) [Export Bid Tab](#) [Done](#)

13. Click the Evaluation Notes button.

Evaluation Notes

[Add Note](#)

Date	Created By	Notes
Aug 26, 2015 2:46:27 PM CDT	Deidre Lines	Awarded to lowest price.

[Close](#)

14. Click the Add Notes button.

15. Type *"The two awarded suppliers for each item had the lowest responses"* in the text box

16. Click the View/Edit Justification icon

17. Type *"Supplier is local and can provide delivery in less than 24 hrs"*

Note: After a Justification is entered for a solicitation item at the time of evaluation the View/Edit Justification icon will be green. A green View/Edit Justification icon will indicate that a buyer has previously entered in a Justification reason for the solicitation item. View all previously entered Justifications by clicking on the View/Edit Justification icon .

18. Repeat steps 3 and 4 until all items have been awarded

19. Click [Save](#)

20. Click [Done](#)

21. Click the **Submit to Workflow button**+

22. A note that *"This solicitation has been submitted to pre-award workflow approval"* will pop-up, Click **Close**+

23. This will take you back to the Award Formal Solicitations List Page

Activity 10.3.1 Export Bid Tab

1. Click Evaluate and Award icon, Click Award by Item and then the orange Export Bid Tab button.

Select Award Method

Review and/or download documents and attachments submitted by suppliers as part of their response.

☐ Review Suppliers and Documents

Awarding By Item allows the evaluation and comparison of vendor responses at the item level. Line item delivery information is available utilizing this style.

☒ Award By Item

Awarding Formal Solicitations by Group will sort supplier responses into their groups. Only suppliers that have submitted a response to each item in a group will be displayed for the group being evaluated.
Note: Line item level delivery information cannot be displayed using this method.

☐ Award By Group

This award method requires that responding suppliers have responded to all items in this Formal Solicitations. Any suppliers not responding to all items will not be displayed.
Note: Line item level delivery information cannot be displayed using this method.

☐ Award All to One

Continue

Export Bid Tab

Cancel

2. Open or Save the downloaded Excel file.

Note: The document opens in an Excel format in the Summary view, and there are 3 views

Summary View . provides summary information on the Solicitation:

Name/Number: DTL Test 1-Formal/RFP1															
Solicitation Invitation Type: Private															
Description: description															
Start Date - Time: Aug 26, 2015 - 8:00 AM CDT															
Open Date - Time: Sep 2, 2015 - 2:00 PM CDT															
Collaboration Start Date - Time: Aug 26, 2015 - 8:15 AM CDT															
Collaboration End Date - Time: Sep 2, 2015 - 1:45 PM CDT															
Vendor may e-mail buyer directly: No															
Payment Terms: Vendor Specified															
Delivery Terms: Free On Board Destination															
Documents: Cert Work Authorization.docx															
Proposal Submittal Checklist.docx															
Exhibit G - Miscellaneous Information.docx															
Missouri Standard Terms and Conditions.docx															
Collaboration Center Items - RFP1 - Addendum # -2.pdf															
Solicitation Addenda: ChangeDetailsReport_RFP1_v1_Aug_26_15.pdf															
Vendors: Carol Capeks Testing															
Carolyn Closed File Test Vendor - VName VName VName															
DTL Test Supplier 1															
DTL Test Supplier 2															
Missouri Test Vendor 1															

Summary

Response by Item

Response by Vendor

3. Click the **Response by Item** tab at the bottom of the Excel file to display the supplier responses for the solicitation items

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
		Item Code	Supplier Name	Inten	Alt	Proc	Man	Ma	Delivery Date	Price/Unit	Total Quantity	Awarde	Item Unit	Total Price	Discount Percenta	Evaluated Item Total	Buyer Justification	Addi
1																		
2																		
3																		
4																		
5	1	Implementation																
6		4	DTL Test Supplier 1	N					Sep 7, 2015	499.00	6.00	each	2994.00	0.00		2994.00		
7		4	DTL Test Supplier 2	N					Sep 8, 2015	500.00	6.00	each	3000.00	0.00		3000.00		
8		4	Missouri Test Vendor 1	N					Aug 31, 2015	599.00	6.00	each	3594.00	0.00		3594.00		
9		4	Carol Capek's Testing	N					Sep 11, 2015	999.00	6.00	each	5994.00	0.00		5994.00		
10																		
11																		
12	2	End User Training																
13		3	DTL Test Supplier 2	N					Sep 9, 2015	600.00	6.00	session	3600.00	0.00		3600.00		
14		3	DTL Test Supplier 1	N					Sep 10, 2015	699.00	6.00	session	4194.00	0.00		4194.00		
15		3	Missouri Test Vendor 1	N					Sep 10, 2015	750.00	6.00	session	4500.00	0.00		4500.00		
16		3	Carol Capek's Testing	N					Sep 14, 2015	999.00	6.00	session	5994.00	0.00		5994.00		
17																		
18																		
19																		
20																		
21																		
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27																		
28																		
29																		
30																		
31																		

Note: You can download this document to your computer for further evaluation or manipulation of the data during the evaluation process

- Click the Response by Vendor Tab to see the Vendor Responses with a side-by-side comparison of the responses. It sorts the bid information by vendor.

	A	B	C	D	E
1		DTL Test Supplier 1	DTL Test Supplier 2	Missouri Test Vendor 1	Carol Capek's Testing
2	Implementation				
3	Item Code	4	4	4	4
4	Intentional No Bid	N	N	N	N
5	Alternative				
6	Product Number				
7	Manufacturer Name				
8	Manufacturer Part Number				
9	Delivery Date	Sep 7, 2015	Sep 8, 2015	Aug 31, 2015	Sep 11, 2015
10	Price/Unit	499.00	500.00	599.00	999.00
11	Total Quantity	6.00	6.00	6.00	6.00
12	Awarded Quantity	6.00	6.00	6.00	6.00
13	Item Unit	each	each	each	each
14	Total Price	2994.00	3000.00	3594.00	5994.00
15	Discount Percentage	0.00	0.00	0.00	0.00
16	Evaluated Item Total	2994.00	3000.00	3594.00	5994.00
17	Buyer Justification				
18	Additional Item Information				
19					
20	End User Training				
21	Item Code	3	3	3	3
22	Intentional No Bid	N	N	N	N
23	Alternative				
24	Product Number				
25	Manufacturer Name				
26	Manufacturer Part Number				
27	Delivery Date	Sep 10, 2015	Sep 9, 2015	Sep 10, 2015	Sep 14, 2015
28	Price/Unit	599.00	600.00	750.00	999.00
29	Total Quantity	6.00	6.00	6.00	6.00
30	Awarded Quantity	6.00	6.00	6.00	6.00

- Close the Bid Report excel file
- Click the Done button on the **Item Award Report** page

Note: Contact information is located on the first tab. There are other fields on the 2nd tab that will be used if additional line item fields are used in the bid.

Activity 10.3.2 Awarding no-line item bids

1. From the Solicitations tab, click Review/Award Formal Solicitations
2. Select the Evaluate/Award icon

Formal Solicitations that have ended awaiting evaluation or awarded

Solicitation #	Title	Buyer	End Date	Status	Actions
IFB16000631	Training 4.1.3	D Lines	Apr 9, 2016 2:00 PM CDT	Under Evaluation	
RFP16000596	DTL category test	D Lines	Apr 6, 2016 2:00 PM CDT	Under Evaluation	
RFP16001009	Test no line item DTL	D Lines	Jun 13, 2016 10:00 AM CDT	Under Evaluation	
RFQ16000628	Training 4.1.16.2	D Lines	Apr 9, 2016 2:00 PM CDT	Under Evaluation	

Displaying: 1-4 / 4

3. If vendor has not attached a document, you will need to Click the radio button to enter a paper response.

MissouriBUYS Statewide procurement system

State of Missouri - Stage Deidre Lines

Requests Orders Solicitations Contracts Invoices Approval Reports Admin

Evaluate and Award : RFP16001009 - Test no line item DTL (Formal)

In order to include paper responses to Formal Solicitations received from suppliers outside the system, please select the Paper Response option below.

Enter Suppliers' Paper Responses

Upload paper responses received outside the system.

☐ Paper Response

4. Enter the name of the supplier and click the Search button

Requests Orders Solicitations Contracts Invoices Approval Reports Admin

Add Paper Response : RFP16001009 - Test no line item DTL (Formal)

Please enter the name of the supplier for whom you wish to enter a paper response.

Name

Search Cancel

Select supplier and click Continue button.

5. Go to Attach Document tab. Click Attach Document button

Solicitations Orders

RFP16001009 - Test no line item DTL (Formal)

Overview Requirements Questionnaire **Attach Documents** Review Response Collaborate

Supplier Documents : RFP16001009 - Test no line item DTL (Formal)

Supplier Attachments

No documents are attached to this solicitation

Done Add Attachment

Browse for document and click Upload button.

Return to Evaluate and Award screen. You will only see one Award option.

Select Award Method

Review and/or download documents and attachments submitted by suppliers as part of their response.

☐ Review Suppliers and Documents

Select the vendor(s) to which you would like to award this Solicitation.

☒ Award

Continue
Cancel

Click Continue button

6. You may award to One or Multiple suppliers.

Award : RFP16001009 - Test no line item DTL (Formal)


Evaluation Notes




Select	Supplier	Documents
<input checked="" type="checkbox"/>	Test Supplier Four-MO (n/a) ✓	
<input checked="" type="checkbox"/>	Test Supplier Three-MO (n/a) ✓	
<input type="checkbox"/> Do not Award now <input checked="" type="checkbox"/> Award to Multiple Suppliers		

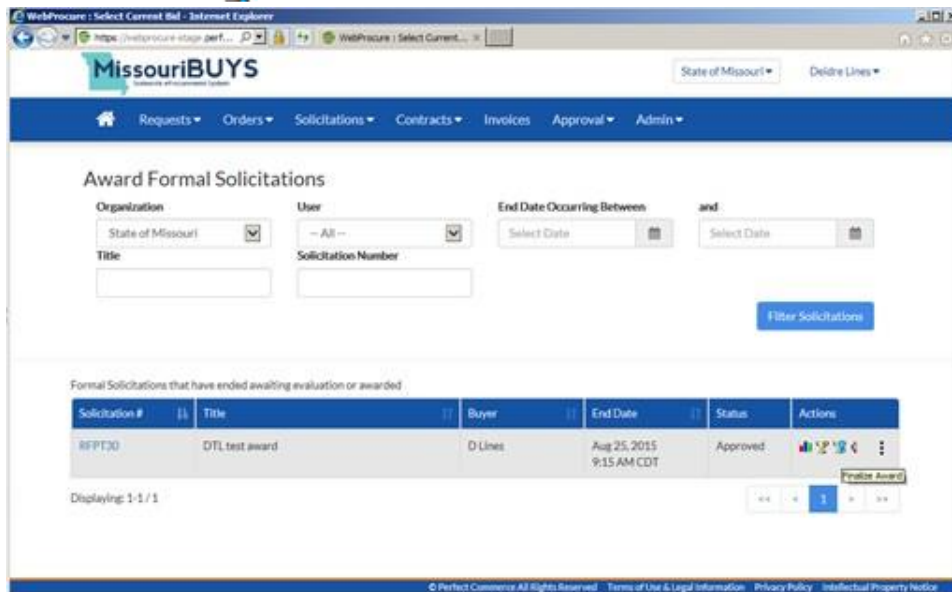
Done
Close

Select Supplier(s) to Award to, you may need to click the ~~A~~ Award to Multiple Suppliersqin order to select more than one. Click Done and Submit for Pre-award approval.

Activity 10.4 Finalize Solicitation Award

The Finalize icon  will appear after all approvals have been completed. No changes to the solicitation award can be made by the originator of the solicitation without having to re-submit the solicitation back into workflow.

1. Click the Finalize Award of Bid icon  from the **Actions** column for the Solicitation  from the **Actions** column for the Solicitation  from the **Actions** column for the Solicitation



MissouriBUYS

State of Missouri | Delete Lines


Requests | Orders | Solicitations | Contracts | Invoices | Approval | Admin

Award Formal Solicitations

Organization: State of Missouri | User: All | End Date Occurring Between: Select Date | and: Select Date

Title: | Solicitation Number: | Filter Solicitations

Formal Solicitations that have ended awaiting evaluation or awarded

Solicitation #	Title	Buyer	End Date	Status	Actions
RFPT30	DTL test award	D Lines	Aug 25, 2015 9:15 AM CDT	Approved	

Displaying: 1 / 1

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Brings up this screen:



Finalize Formal Solicitation: RFPT30 - DTL test award (Formal)

Before finalizing the award to Formal Solicitation RFPT30 you may create and send a customized award email notification, along with a document attachment, to select vendors by selecting the **Create Notification** button below. Select **Cancel** if you do not wish to continue with the award finalization process at this time. Please Note: It is recommended that you have your document attachments ready before electing to create the notification.

Create Notification | Publish | Cancel

Please select the vendors who will receive the standard award notification. The list contains only the vendors that viewed or bid on the solicitation. If you have done a custom notification using "Create Notification" above, you may consider unchecking all the vendors below.

Select Vendors to Notify

[Check All] [Uncheck All]

Select	Supplier	Awarded
<input checked="" type="checkbox"/>	DTL Test Supplier 1 (n/a)	


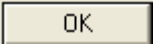

When you are ready to finalize the award, please type the word "Yes" in the confirmation box at the bottom of the screen and click "Submit"

Confirmation:

Submit

2. Optional - You can Click

Create Notification

3. Scroll to the **Vendor Email Form**.
4. Complete in the required fields.
5. Click 
6. Click 
7. Click 
8. If no Email Notification is required skip 4-7 and Type the word **YES** in the **Confirmation** field at the bottom of the page



Select	Supplier	
<input checked="" type="checkbox"/>	DTL Test Supplier 1 (n/a)	Awarded

When you are ready to finalize the award, please type the word "Yes" in the confirmation box at the bottom of the screen and click "Submit"

Confirmation:

9. Click 

Activity 10.5 Publish Award Report

1. Under Finalized Awards, click the More Actions icon.

Finalized Solicitations Retracted/Canceled Solicitations

Past Formal Solicitations that have been awarded.

Solicitation #	Title	Buyer	Start Date	End Date	Actions
IFB16000785	Transmission disclaimer test #4	G Vanderfeltz	Apr 21, 2016 10:30 AM	Apr 21, 2016	
IFB300215016000245	Project Management Workshop in Using the	B Dixon	Nov 23, 2016 3:00 PM		
IFBC16000922-GSV	Formal Test for 1 line item bid	G Vanderfeltz	May 18, 2016 8:00 AM		
IFBC16000937-GSV	Grocery Items - DOC	G Vanderfeltz	May 19, 2016 10:45 AM		
IFBC16000944	Grocery Items - DOC - test for Agency le	G Vanderfeltz	May 20, 2016 8:45 AM		
IFBC16000962	Grocery Items - DOC - Test 2 for PO limi	G Vanderfeltz	May 24, 2016 1:35 PM CDT	May 24, 2016 2:00 PM CDT	

More Actions

- Award Report
- Copy Solicitation
- Solicitation Workflow Review
- Send email to vendors
- Download Solicitation Documents
- Print Contract Report
- Publish Award Report**
- Reverse Award

Select a Publish Action Vendor Attachments Award Notes Award Attachments

Supplier	Awarded Bid Total
Division of Purchasing	\$50.00

Publish

☐ Do NOT publish
☐ Publish All Responses
☒ Publish Only Awarded Responses
☐ Publish Custom Report

Next Close

2. Click the Publish Award Report icon
3. Select a Publish Action
4. Click button at Publish Only Awarded Responses
5. Click Next button.

Publish Award Report : IFB16000785 - Transmission disclaimer test #4 (Formal)

Status: Not published [Show me how it looks](#)

Select a Publish Action **Vendor Attachments** Award Notes Award Attachments

☒ Display any attachments provided by the responding suppliers

← Division of Purchasing Awarded

No documents are attached to this solicitation item

Previous Next Close

6. Vendor Documents tab defaults to display attachments, uncheck if you don't want to

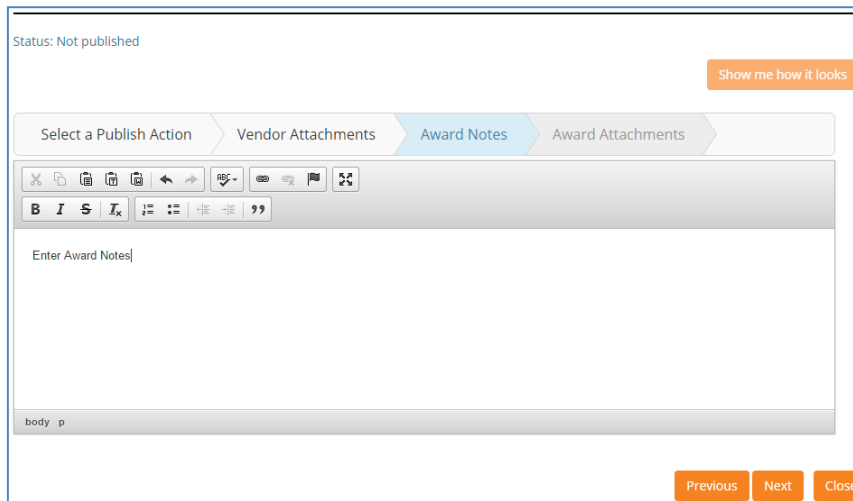
7/5/2016

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display. Click Next button.


7. At Award Notes tab, enter award notes. Click Next button.





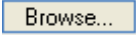
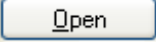
The screenshot shows a web application interface for entering award notes. At the top left, it says "Status: Not published". In the top right corner, there is an orange button labeled "Show me how it looks". Below this is a navigation bar with four tabs: "Select a Publish Action", "Vendor Attachments", "Award Notes" (which is highlighted in blue), and "Award Attachments". Under the "Award Notes" tab, there is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and other formatting options. Below the toolbar is a large text area with the placeholder text "Enter Award Notes". At the bottom right of the interface, there are three orange buttons: "Previous", "Next", and "Close".

8. At Award Attachments tab, click Attach Documents link, browse, upload.
9. Click Save button.
10. Click the **Show me how it looks** button at the top of the page.
11. Close the solicitation board view window by clicking  in the top right corner of the page.
12. Click the Close button- Returns you to the Finalized Formal Solicitation Page

Activity 10.6 Reverse a Solicitation Award

1. Click the Solicitations Dropdown and Select %View Archived Formal Solicitations+or %View Archived Informal Solicitations+depending on your type of solicitation
2. Click the Additional Icons (3 dots) to see the additional icons for your Solicitation. Click Reverse Award icon  for your solicitation
3. Click the Uncheck All link at the top of the **Select Suppliers to Notify** section
4. Type %*Wrong Award Document associated during the Finalize Award process*” in the **Reason for Reversal** text box
5. Type %Yes” in the **Reversal Confirmation** text box
6. Click the Submit button
7. Click the Close button

Activity 10.7 Re-Award Reversed Solicitation

1. Click the Finalize Award of Bid icon  for your solicitation
2. Click the Publish button
3. Click the Publish Only Awarded Responses radio button 
4. Click the **Attach Document(s)** link
5. Click the Browse button 
6. Locate the appropriate document on your computer's desktop.
7. Click the Open button 
8. Click the Upload button
9. Click the Save button
10. Click the Close button - Returns you to the Finalize Formal Solicitation Page
11. Click the **Uncheck All** link at the top of the **Select Vendors to Notify** section
12. Type the word **YES** in the **Confirmation** field at the bottom of the page
13. Click the Submit button
14. Click the Close button - Returns you to the Award Formal Solicitations List